

LEARNING LEADER

Title:	Learning Leader									
Position of Leadership:	3									
Time Allowance:		Eng	HPE	Hums	Lang	Maths	Sci	Tech	Arts	VM
	NDC	15	15	15	10	15	15	10	10	10
	SPC	10	10	8	8	10	10	8	8	8
Base Campus:		NDC x1 (per Learning Area) SPC x1 (per Learning Area)								
Commencement:	2026									
Tenure:	3 years									

Emmanuel College operates within a Catholic ethos based on Gospel values - respect for personal dignity, peace and justice, integrity and reconciliation – as expressed in its Marianist tradition. All leaders bear witness to these values in their interactions with staff, students and parents. Emmanuel College's mission is to support all dimensions of the growth and learning of the students whom the College serves.

All College staff must remain familiar with Emmanuel's [Child Safe Code of Conduct](#) which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect [Victorian Catholic School Statement of Commitment to Child Safety](#)

All Positions of Leadership at Emmanuel College are underpinned by the Characteristics of Marianist Education: Formation in Faith; Family Spirit; Service Justice, Peace and Integrity of Creation; Integral, Quality Education; Adaptation and Change, the strategic direction of MACS 2030, and our College's Vision for Learning and Vision for Engagement. Leaders are called to foster a faith-filled, inclusive, and dynamic learning environment where every student is known, valued, and supported.

Central to this shared vision is the development and implementation of *Learn Well at Emmanuel*, a College-wide framework that integrates academic excellence with wellbeing and places the needs of each learner at the heart of all we do. Leaders work collaboratively to build a culture of high expectations, strong relationships, and purposeful engagement, ensuring every member of the Emmanuel community is empowered to grow, lead, and contribute to the world with integrity and hope. All Leaders at Emmanuel College are committed to obtaining and then maintaining their Accreditation to teach Religious Education or Lead in Catholic Schools.

The Learning Leader reports to the Director of Learning.

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Given that Emmanuel is one college across two campuses, there is strong interaction between each of the campus teams. This includes travel from one campus to the other in providing leadership for colleagues, for observations and mentoring and for relevant meetings and planning.

Responsibilities

The Learning Leader will support subject teachers, fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the Learning Area.

Educational Leadership and Staff Development

- Exercise supportive and positive educational leadership through provision of support for teachers within the Learning Area.
- Provide leadership in and contribute to the development of staff capacity in contemporary pedagogical approaches, including student-centred, personalised, and digital learning as relevant to the individual needs of base campus.
- Assist teachers in identified areas for development with classroom teaching practice, including use of appropriate teaching strategies.
- Support the delivery of quality learning programs and the development of teacher learning through regular learning walks, classroom observations and feedback.
- Regularly convene and chair a Learning Area Meeting (LAM) to guide professional learning and staff development in student-centred learning, ensuring communication of appropriate agenda and minutes for each.
- Oversee the initial approvals of relevant external professional learning applications for their Learning Area.

Curriculum, Assessment and Reporting

- Work with subject teachers to develop course documentation aligned with College policy.
- Work with subject teachers to develop assessment and reporting instruments aligned with student needs and College policy.
- Keep all Learning Area teachers informed regarding Diocesan, State and National strategies for curriculum development.
- In collaboration with the Director of Inclusion ensure accessible learning and teaching programs for all students.

Student Progress and Learning Outcomes

- Monitor student progression within the Learning Area using internal and external data.
- Ensure timely feedback to all students through monitoring staff inputs into the College LMS.
- With subject teachers implement targeted programs and approaches for improved student outcomes.

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Resource and Budget Management

- Oversee the development and maintenance of student resources, including digital resources, on the College LMS.
- Work with the Digital Services Executive for all digital and technology purchases.
- Purchase, maintain and develop resources for the Learning Area, liaising with the Librarian where necessary.
- Prepare and monitor the Learning Area budget.

Events, Communication and Collaboration

- Oversee relevant excursions and incursions, including planning and application processes.
- Contribute to student assemblies and parent information nights where relevant.
- Follow up on student and parent concerns.

Compliance and Safety

- Ensure, as relevant, implementation of appropriate Occupational Health and Safety policies and procedures.

Portfolio Responsibilities:

English Learning Leader:

- Coordinate the College's Debating program including Debaters Association of Victoria's schools competition.

Health and Physical Education Learning Leader:

- Organise the Outdoor Education Programs.
- Oversee the maintenance of HPE storage spaces, materials and equipment.
- Provide new Learning Area teaching staff with the relevant OHS induction.

Languages Learning Leader:

- With the Deputy Principal Learning and Teaching, manage the International Student Hosting programs.
- With the Executive Deputy Principal assist in the coordination of overseas trips related to the Languages Learning Area.
- Pursue the placement of native speakers as available and relevant.

Science Learning Leader:

- Oversee and monitor the work of the Laboratory Technicians.
- Ensure the completion of chemical manifests, SDSs and risk assessments for:
 - the work of Laboratory Technicians.
 - practical Science classes.
 - chemicals that are stored in the appropriate areas.
- Provide new Learning Area teaching staff with the relevant OHS induction.
- With the Executive Deputy Principal assist in the coordination of overseas trips related to the Languages Learning Area.

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Technology Learning Leader:

- Oversee and monitor the work of the Technology Technicians in their relevant areas.
- Ensure the completion of all risk assessments and SDSs for relevant activities and machinery.
- Oversee the maintenance of Technology storage spaces, materials and equipment.
- Provide new Learning Area teaching staff with the relevant OHS induction.
- Ensure all OHS requirements are met for the Learning Area.
- Manage machine training for new teachers and technicians and ensure all Technology staff maintain currency of certificate every 5 years.

Performing and Visual Arts Learning Leader:

- Provide new Learning Area teaching staff with the relevant OHS induction.
- Co-ordinate exhibitions of student art works, both performing and visual, for College Open Days, ACC, and special events.
- Co-ordinate the displaying of student work throughout the College, as relevant.
- Ensure all OHS requirements are met for the Learning Area.
- Oversee the maintenance of Arts storage spaces, materials and equipment.
- Oversee and monitor the work of the Arts Technicians in their relevant areas.

Other duties as directed by the Principal.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Emmanuel College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and the Equal Opportunity Act.